City of Seat Pleasant

Office of the City Administrator

A CITY OF EXCELLENCE SMART CITY

"Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for Me using information and communication technology, with the internet of things"

Department Name Administration

Date of Report December 31, 2018   **Reporting Period Nov 1-Nov 30, 2018**

Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

The Chief Operating Officer (COO) completed the Strategic Outcome Objectives analysis following meetings with all government departments. This full report will be completed during the month of December as well as the annual report for the administration department;

The COO also finalized the review of the major outcomes accomplished by the Operations Manager which include the automation of the city's inventory of electronic and office equipment. This is an on-going effort for the remainder of Fiscal Year 2019;

The COO attended classes/workshops during the National League of Cities Conference held during the month of November;

The department worked with the city's grants manager on several projects including review and approval of the contractor for the demolition of the former Gaskins property and pursuit of funding to improve the Chesapeake Trail;

The department also responded to various citizen complaints concerning parking citations and property tax liens;

Several personnel matters were reviewed with Local Government Insurance Trust (LGIT) and the city's human resource director;

The COO and Operations Manager attended the annual LGIT Meeting and Workshop[. ==**The City of Seat Pleasant received a Risk Management Service Award**== *which is given to the member that consistently demonstrates excellence in committing itself to loss reduction, ongoing training, adhering to LGIT's Risk Management Guidelines, and using LGIT resources.*

The COO worked with the Neighborhood Commercial and Compliance (NCC) Officers in identifying vacant properties that had not complied with the City's codes in terms of property maintenance as well as filing and payment of registration fees;

Due to the diligence of the NCC Officers, several court adjudication requests including abatement of property issues was awarded to the City. The total number of vacant properties was reduced from 77 to 25. Currently awaiting confirmation of these numbers with the department of economic development from the city's financial advisor.

The department also participated in the annual Thanksgiving program serving members of the Seat Pleasant community.

Analyze department improvements that are needed and/or achieved based on the Smart City model.

None

Indicate problems identified, barriers encountered and solutions reached.

Identify goals for the next reporting period.

Progress should be identified on the Verizon Issue.

Examples of Goals

Goal _____% reduction in household consumable waste (based on statistics from refuse contractor)
Goal _____% increase in recyclables (based on statistics from refuse contractor)
Goal_____ % increase in green initiatives (e.g., number of shredding events, trees planted, electric cars purchased/used, number of bags/pounds of leaves mulched, implementation of rain gardens, etc.)
Goal _____% increase in educational/promotional/marketing events for residents re green initiatives (e.g., newsletter articles re composing trainings, use of rain barrels, etc.)

Supporting Documentation: Source: Office of the City Treasurer

Revenue

Line Item_____

FY____ Budget (Previous Year)	FY _____Budget (Current Year)	FY _____Actual (Current Year)

<u>Expenditures</u>

Line Item_____

FY_____ Budget (Previous Year)	FY _____Budget (Current Year)	FY _____Actual (Current Year)

Attachments: Photos, Newsletter articles, City of Seat Pleasant Green Team, etc.

City Officials attend annual LGIT Annual Meeting and Workshop and is congratulated for receiving Risk Management Award.